

<b>Finance and Administration Cabinet STANDARD PROCEDURE</b>	PAGE: 1 OF 2
ISSUED BY: <b>Office of Administrative Services, Division of Human Resources</b>	
EFFECTIVE DATE: <b>May 13, 2005</b>	
PROCEDURE # <b>2.16</b>	
SUBJECT: <b>Sales and Fundraising Activities</b>	
DISTRIBUTION CODE: A,B,C,D	CONTACT: <b>Division of Human Resources, Payroll Branch (502) 564-7233</b>

## **I. PURPOSE**

To ensure that employees of the Finance and Administration Cabinet (Cabinet) are able to devote their scheduled work day to performing job duties and responsibilities, the Cabinet requires its employees to limit efforts to sell items for personal benefit, a third party or charitable purposes (other than KECC) to non-work hours.

## **II. PROCEDURE**

Sales activities of a Cabinet employee for personal benefit, a third party or charitable purposes (other than KECC) shall be limited to:

### **A. Restricted Times**

Employees shall be limited to non-work hours of the seller and of any employee viewing the items for sale. Non-work hours include breaks, lunch break and anytime before and after regularly-scheduled work hours.

### **B. Restricted Areas**

Public display of any items for sale is restricted to agency bulletin boards and other areas designated by the Cabinet for this specific purpose. Sales activities by Cabinet employees for personal benefit or for fundraising (other than KECC) shall not be allowed in any public area routinely accessed by visitors to the Cabinet or viewed by the public.

### **C. Non-Use of Cabinet Resources, Equipment and Facilities**

Employees shall be prohibited from using Commonwealth resources to assist with sales activities. Examples of this prohibited use include, but are not limited to, use of:

- Photocopiers
- Fax machines
- Telephones
- Printers

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Non-work hours shall be the only time an employee is permitted to use his/her work station as a base to:

- Demonstrate or display merchandise
- Take orders
- Answer queries, or
- Allow pick up of merchandise.

### **III. DISCIPLINARY ACTIONS**

Cabinet employees failing or refusing to abide by this policy may be subject to disciplinary action that can include, but are not limited to, reprimand, suspension, demotion and dismissal.

### **IV. QUESTIONS AND INQUIRIES**

Questions concerning this procedure shall be directed to the Director, Division of Human Resources, 388 Capitol Annex, Frankfort, Kentucky or at (502) 564-7233.

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**NO STANDARD PROCEDURE MAY BE REVISED BY ADDENDUM, MEMORANDUM OR ANY OTHER MEANS OTHER THAN THOSE SET OUT IN STANDARD PROCEDURE # 1.1 ENTITLED "FINANCE AND ADMINISTRATION CABINET PROCEDURES AND MANUAL."**

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**DISTRIBUTION CODES:**

<b>A. Senior Management</b>	<b>B. Division Directors</b>	<b>C. Branch Managers/Supervisors</b>
<b>D. Cabinet Personnel</b>	<b>E. Division Personnel</b>	<b>F. Branch Personnel    G. Attached Agencies</b>

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